



Texas Department of Housing & Community Affairs
221 E. 11th Street, Suite 106
Austin, TX 78701
(512) 475-3800
Internet: www.tdhca.state.tx.us

Employment Announcement

Program Specialist in the Community Affairs Planning Division

Job Posting Number: 18-039	State Classification: Program Specialist III/1572
Division: Planning	State Pay Grade: B19
Department: Community Affairs	Posting Date: April 10, 2018
Established Work Hours: 8:00 A.M. – 5:00 P.M.	Application Deadline: Open Until Closed By Division
Starting Salary: \$3,521 - \$4,500/ mo.	Duration: Full Time
Number of Openings: 1	Location: Austin, Texas

GENERAL DESCRIPTION

Performs complex (journey-level) consultative services and technical assistance work for Community Affairs Division (CAD) programs. Work involves planning, developing and implementing an agency program and providing consultative services and technical assistance to program staff, governmental agencies, community organizations, and the general public. Will train others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

SPECIFIC JOB FUNCTIONS

- Responsible for becoming fully knowledgeable of federal and state regulations regarding the Community Services Block Grant (CSBG), Low Income Home Energy Assistance Program (LIHEAP), and the Weatherization Assistance Program (WAP).
- Performs an array of technical assistance, training, research, planning, policy, program assessment, and administrative activities.
- Work involves coordinating, organizing and providing training and technical assistance in the operation of efficient and effective programs within required guidelines to subrecipient agencies.
- Develops curricula, course outlines, instructional methods, training aids, manuals, and other materials.
- Delivers training in a classroom, distance learning, or e-learning environment.
- Conducts follow-up and tracking of agency progress and agency performance outcomes following training events.
- Evaluates and analyzes effectiveness of subrecipient agencies' implementation of CAD programs and identifying their specific training needs.



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- Collaborates with program staff in the planning, development, implementation, analysis, and documentation of CAD programs.
- Provides technical assistance to Department and subrecipient agency staff.
- Provides telephone customer service assistance to program applicants.
- Assists in the management of contracts for the purchases of services and commodities.
- Assists in preparing and evaluating program budget requests.
- Responsible for becoming fully knowledgeable of the Department's Enterprise Risk Management Program and its effect in Community Affairs-Planning, including performing risk assessments of Community Affairs-Planning's high impact processes and identifying and communicating controls to mitigate unacceptable risks.
- Complies with all applicable safety rules, regulations and standards.
- Adheres to all Department policies and procedures.
- Performs related work as assigned.
- Travel required is up to 30%.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- Graduation from an accredited four-year college or university with at least two years related experience planning, developing and implementing an agency program and/or grants management;
- or**
- At least four years of related experience planning, developing and implementing an agency program and/or grants management.
- Preferred: At least two years experience working in a government or social service agency.
 - Preferred: At least two years experience developing and delivering training.

OTHER FACTORS

Knowledge, Skills, and Abilities:

- Knowledge of CSBG, LIHEAP and WAP is preferred.
- Ability to develop, evaluate, and interpret policies and procedures.
- Ability to plan, coordinate, and administer quality training and technical assistance activities to ensure compliance with federal and state regulations.
- Ability to formulate learning objectives, to develop training objectives, and to assess the effectiveness of training.
- Ability to work with multi-media development applications.
- Ability to conduct post training follow-up and tracking of progress and outcomes.
- Ability to communicate (verbally and written) clearly, concisely and effectively.



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- Ability to gather, assemble, correlate, and analyze data.
- Ability to identify training needs from the evaluation and analysis of data.
- Ability and desire to learn and to be trained.
- Must have a desire to work with federal poverty-related programs.
- Must possess a valid State of Texas driver's license.
- Must be proficient in the use of Microsoft Office Word, Excel, Outlook, and PowerPoint.
- Must work well with others in a changing and sometimes stressful environment.

PHYSICAL REQUIREMENTS:

- Ability to lift up to 40 lbs.
- Ability to carry up to 40 lbs.
- Ability to sit and/or stand for long periods of time.

OTHER:

Military Crosswalk information can be accessed at: [Military Crosswalk](#)

Must be willing to work in a non-smoking environment and adhere to all applicable Department policies and procedures. Must be willing to work overtime if necessary which may include nights and weekends. Must attend work regularly and adhere to approved work.

TO APPLY

To apply for an opening with TDHCA, you must complete the State of Texas Application for Employment electronically at www.WorkInTexas.com.

The State of Texas Application for Employment and other qualifying documentations must be submitted no later than 5:00 pm on the closing date of the job vacancy notice. For vacancies that are posted "open until filled" it is recommended that applications be submitted as soon as possible. **Online applications are stored on a secure site. Only authorized employees and hiring authorities have access to the information submitted.**

It is important that your application show all the relevant education and experience you possess. Please include all information requested, e.g. education, experience, previous compensation, reasons for leaving, and other information - do not leave any field blank. Applications may be rejected if incomplete.

Resumes will not be accepted in lieu of your online application.

ADDITIONAL INFORMATION

- Official transcripts or other minimum requirement validations will be requested of final applicants.
- A signed application will be required prior to employment.
- Criminal history checks will be conducted before an offer of employment is extended.
- Only applicants who are interviewed will receive written notification of posting results.

Thank you for considering employment at the Texas Department of Housing and Community Affairs.



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We fully recognize, honor and enforce the Uniformed Services Employment and Reemployment Rights Act (USERRA) and encourage opportunities to hire Veterans, Reservists and Guardsmen.

Males born on or after January 1, 1960, between the ages of 18-26, will be required to present proof of Selective Service System registration on the first day of employment or proof of exemption from Selective Service registration requirement.

The U.S. Immigration Reform and Control Act of 1986 requires new employees to present proof of identity and eligibility to work in the United States. Failure to provide this information within the required timeframe will result in the offer being rescinded.

The Texas Department of Housing and Community Affairs is an Equal Employment Opportunity employer.